



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Office of Medicaid
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Eligibility Operations Memo 07-04
February 15, 2007

TO: MassHealth Eligibility Operations Staff

FROM: Russ Kulp, Director, MassHealth Operations

RE: **Automated Match between MA21 and the Department of Revenue (DOR)**

Introduction

Effective February 20, 2007, MA21 will allow workers who are authorized users of Department of Revenue (DOR) information to verify earned income when they are processing reviews for MassHealth, Commonwealth Care, and Uncompensated Care Pool (UCP) benefits selected as part of the Eligibility Review (ERV) Annual Profile process. This function will be available only when processing reviews, and is not intended for maintenance activities.

The match process does not come into use if the member submits valid wage stubs and the member's income is verified using these wage stubs.

This memo describes the rules for this new function in MA21.

Process for Authorized Users

When a case is selected for review, MA21 will request from DOR the member's most recent quarterly wages. If the most recent quarterly wages information is incomplete, MA21 will request the next most recent quarterly wages.

When the review form is returned to the worker and is entered into the system, MA21 will store the DOR wage information for each household member.

When a MEC worker who is an **authorized DOR user** enters the member's reported **unverified** income into the earned income (EIN) screen, MA21 will calculate an average monthly income using the most recent quarterly wage information from DOR. MA21 will then compare the calculated average with the unverified reported income.

(continued on next page)

**Process for
Authorized
Users**
(cont.)

If the member's reported wages are within five percent (either higher or lower) of the DOR wages, a pop-up window will display the DOR wages and ask the worker if he or she would like to use the DOR validation to verify the member-declared earned income.

At this time, the worker will need to verify that the DOR wages are from the same employer as the wages reported on the review form. If they are from different employers, the worker enters an N(o).

If they are from the same employer and the worker enters a Y(es), MA21 will automatically verify the member's reported earned income, which is within five percent of the DOR quarterly income. The member's reported income will be verified and the verification indicator will be populated with a D (DOR verification).

If the worker enters an N(o), MA21 will follow its usual procedure and issue a VC1 requesting verification of the unverified income.

Attachment

Attached to this memo are the instructions and MA21 screens for this process.

Questions

If you have any questions about this memo please have your MEC designee contact the Policy Hotline.

Processing Reviews with Department of Revenue (DOR) Earned Income Information

Entering earned income for a member who has a DOR review

Use the EIN event to select the appropriate member. When the Earned Income window is displayed, enter the income information as usual. In the following example, Larry Smythe works at the LV Collision company. He has self-declared (not verified) gross monthly income of \$980.

+-----Earned Income-----+			
For: SMYTHE, LARRY		Age: 56 SSN: 032-10-5000	
+-----+			
+ Gross.: 980	Hrs: 98	*Type...: <u>EARNED</u>	
Deduct:	Dis:		
Eff Dt: 11-02-06	Ver: N	End Job:	
+-----+			
FEIN...: _____		Class...:	
Name...: <u>LV COLLISION</u>			
Address: <u>TURNPIKE ST</u>			
City: <u>CANTON</u>			
*State: _____			
Country: _____		Ph: _____	
Y Offers Health Insurance			
N Deduction for Health Ins			
N Employed by state agency			
+-----+			

If all of the following conditions exist:

- the income is not verified;
- the user has secure access to the DOR information that resides on MA21;
- the most current quarter DOR is available;
- the DOR information states the member's income within 5% (plus or minus) of the member's self-declared income amount; and
- the same number of employers exist on MA21 as are reported by DOR

then the Verify Person/Member Earned Income pop-up screen will be displayed.

```

+-----Verify Person/Member Earned Income-----+
DORNU101                                     DORMU101
  SSN/Name: 032-10-5000 SMYTHE, LARRY          Qtr/ Year Used
                                              3 / 2006
  MA21 current earned wages                    DOR current average monthly wages
-----
LV COLLISION                                980.00    LELAND VISNICK COLLISION          976.10
-----

Do you want to use DOR Information
to verify all reported income?
_ (Y/N)

** Check to ensure same employer Name match      List DOR: _

```

Notice the upper right section of the Verify Person/Member Earned Income screen. The DOR reporting quarter and year used for the income comparison are displayed. In this example the comparison is based on DOR income information for the 3rd quarter of 2006. This is the most current information at this time.

Note: If there is more than one DOR-reported income for this member, the employer(s) for the additional reported income will also be listed. In this example, the member has one income source reported by DOR. If there is more than one employer, and only one income is verified, the pop-up screen will not be displayed. A VC1 will be issued for the unverified income.

The left side of the Verify Person/Member Earned Income screen shows the MA21 current earned wages as entered on the EIN screen, along with the name of the member's employer. The right section shows the current average monthly wages as reported by DOR, along with the name of the employer associated with this income. Ensure that the same employer is identified by MA21 and DOR.

A Yes/No response is required for the, “Do you want to use DOR information to verify all reported income?” question. A **Y**(es) response allows you to verify the member’s income based on the DOR information. A **N**(o) response will cause a VC1 to be issued for the unverified income.

When necessary, the List DOR option can be used to display the quarterly wages used to determine the DOR monthly average earnings. To display this information, enter **Y(es)** in the List DOR field. The List Person DOR Quarterly Information screen will be displayed.

```
DORPL301                      ***** MassHealth *****                      DORML301
Nov 17,06                      - List Person DOR Quarterly Information -                      9:57 AM

Person Name: SMYTHE, LARRY                      SSN.: 032-10-5000 Age: 56

Employer
S FEIN      Name                      City                      ST Quarter/Year      Use
-----
s 000000000 LELAND VISNICK COLLISION CENTE CANTON                      MA JUL-SEP 2006      N
- 000000000 LELAND VISNICK COLLISION CENTE CANTON                      MA APR-JUN 2006      N
- 000000000 LELAND VISNICK COLLISION CENTE CANTON                      MA JAN-MAR 2006      N
- 000000000 LELAND VISNICK COLLISION CENTE CANTON                      MA OCT-DEC 2005      N
*** End of Data ***

Select
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit                      bkwrđ frwrđ                      main
```

Enter S(elect) to the left of the most current quarter and press Enter. The DOR Quarterly Information screen, shown below, will appear. The employer information shows the gross wages for the selected quarter.

```
DORND302                      ***** MassHealth *****                      DORMD302
Nov 17,06                      - DOR Quarterly Information -                      10:02 AM

SSN.....: 032 10 5000
Name(Last,First Mi)..: SMYTHE, LARRY

----- Employer Information -----

FEIN...: 000000000   Qtr/Year: JUL-SEPT 2006   Gross Wages: $   2,928.30

Name...: LELAND VISNICK COLLISION CENTE
Address: 1024 TURNPIKE STREET
City...: CANTON                      St: MA   Zip: 02021

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit                      main
```

Return to the Verify Person/Member Earned Income screen by pressing PF2 twice.

To accept the DOR information as verification of the member's earned income, enter **Y(es)** as the response to the "Do you want to use DOR Information to verify all reported income?" question.

```

+-----Verify Person/Member Earned Income-----+
DORNU101                                     DORMU101
SSN/Name: 032-10-5000 SMYTHE, LARRY          Qtr/ Year Used
                                           3 / 2006
MA21 current earned wages                    DOR current average monthly wages
-----
LV COLLISION                                980.00    LELAND VISNICK COLLISION    976.10
-----

Do you want to use DOR Information
to verify all reported income?
_ (Y/N)

** Check to ensure same employer Name match      List DOR: _
+-----+

```

When the List Earned Income screen is redisplayed, the Verified field will display **D(OR)**. This income was verified based on DOR information.

```

Earned Income added successfully
+-----Verify +-----List Earned Income-----+
DORNU101                                     Age: 56
SSN/Name: 032-10-500 SM                    Name: SMYTHE, LARRY          SSN: 032-10-5000
-----
MA21 current earned wag                    Monthly
-----
LV COLLISION                               A  Type      Employer Name    Amount  Hrs  V  Act
-----
_ EARNED    LV COLLISION                    980    98    D  Y
*** End of Data ***

Do you wan
to verif

** Check to ensure same                    Type:          List active only: N
Add                      Modify          (PF4=Add)

+-----+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help  retrn quit  add                      bkwrđ frwrđ skip                      main

```

Modifying existing earned income using DOR information

In the following example, the member has existing verified income on MA21. The income information shown on the DOR review shows the same employer, but the income amount differs from the existing MA21 information.

```

Earned Income added successfully
+-----Verify-----+-----List Earned Income-----+
| DORNU101                                     Age: 56          |
| SSN/Name: 032-10-500 SM                     Name: SMYTHE, LARRY   SSN: 032-10-5000 |
|-----+-----+-----+-----+-----+-----+-----+
| MA21 current earned wag                      Monthly          |
|-----+-----+-----+-----+-----+-----+-----+
| LV COLLISION                                A  Type      Employer Name  Amount  Hrs  V  Act |
|                                         M EARNED   LV COLLISION    980    98  D  Y  |
|                                         *** End of Data *** |
|
| Do you wan
| to verif
|
| ** Check to ensure same                     Type:          List active only: N
|                                         Add           Modify          (PF4=Add)
+-----+-----+-----+-----+-----+-----+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit  add                                bkwrд frwrд skip                      main
  
```

To modify the existing information, enter **M**(odify) in the action field. The Earned Income screen will be displayed.

```

+-----Earned Income-----+
|                                     Age: 56          |
| For: SMYTHE, LARRY                     SSN: 032-10-5000 |
|-----+-----+-----+-----+-----+-----+-----+
| + Gross.: 3000      Hrs: 180 | *Type...: EARNED |
| Deduct:              Dis:    |                     |
| Eff Dt: 01-01-06 Ver: Y | End Job: _      |
|-----+-----+-----+-----+-----+-----+
| FEIN...: _____          Class...:              |
| Name...: LV CO_____          |
| Address: _____          |
| City: _____          |
| *State: _ _ _ _          |
| Country: _____          Ph: _ _ _ _          |
|
| Y Offers Health Insurance
| N Deduction for Health Ins
| N Employed by state agency
+-----+-----+-----+-----+-----+-----+
  
```

Type over the (+) in the Gross income field with an **X**.

When the Earned Income window opens, enter the Effective Date, Gross Amount, Number of Hours, and the appropriate verification indicator associated with this income entry. Confirm the modification.

```
+-----Earned Income-----+
|                               |
|   Age: 56                     |
|   For: SMYTHE, LARRY         |
|                               |
|                               |
|                               |
|   Type.....: EARNED        |
|   Employer..: LV COLLISION  |
|                               |
|                               |
|   Gross                                     |
|   Eff Date    *Calc   Hrs   Dedt Ver Dis   Upd Dt   |
|   -----     -      -   ---  ---  --  ----  -    |
|   11 20 2006   1000 100    N    N       11-21-06 |
|                               |
|   08-10-2006    980    98           D       11-17-06 |
|                               |
|                               |
|                               |
+-----+
--PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
```

If the income is not verified, and it is within the 5% (plus or minus) of the income reported by DOR, the Verify Person/Member Earned Income pop-up screen will be displayed.

```

+-----Verify Person/Member Earned Income-----+
DORNU101                                     DORMU101
SSN/Name: 032-10-5000 SMYTHE, LARRY          Qtr/ Year Used
                                           3 / 2006
MA21 current earned wages                    DOR current average monthly wages
-----
LV COLLISION                               1000.00    LELAND VISNICK COLLISION    976.10
-----

Do you want to use DOR Information
to verify all reported income?
_ (Y/N)

** Check to ensure same employer Name match      List DOR: _

```

A Yes/No response is required for the, “Do you want to use DOR information to verify all reported income?” question. A **Y**(es) response allows you to verify the member’s income based on the DOR information. A **N**(o) response will cause a VC1 to be issued for the unverified income.

Modifying income on MA21 when the employer reported by DOR is not the same employer recorded on MA21

In the following example, the member has verified income reported on MA21. The member's DOR review form does not include this employer. To view the DOR information for the member, return to the Record Person Events screen and enter DOR as the Event. Press Enter.

```

PERPD010
Nov 21,06

Name: HILL, MARY
SSN.: 010-40-1000   LA Wind:
-----
*Event: EIN
-----
X      N a m e      Age FG
-----
X HILL, MARY      51 01

+-----List Earned Income-----+
Name: HILL, MARY      Age: 51
SSN: 010-40-1000
-----
A  Type      Employer Name      Monthly
-  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
-  EARNED  ABC      1,000      40  Y  N
-  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
*** End of Data ***

Type:      List active only: N
Add      Modify      (PF4=Add)

+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help  retrn quit  add      bkwrdr frwrdr skip      main

```

The List Household DOR Information screen will appear. Notice that Quarterly information is available for this member.

```

+-----+
| End of data reached, enter new value |
| Nov 21,06      - List Household DOR Information -      9:51 AM |
| Mem      Person Name      S S N      Age      SSN New      New      Bank |
| A  Seq      Person Name      S S N      Age      Ver Hire Qtr Hire Qtr Match |
|-----|
| QT 1  HILL, MARY      010-40-1000  51      Y      -      Y      -      -      - |
|      *** End of Data *** |
| |
| Household Name: HILL, MARY      SSN: 010-40-1000 |
| |
| NH New Hire      PR Profiled New Hire |
| QT Quarterly      PQ Profiled Quarterly      BM Bank Match |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12 |
| help  retrn quit      bkwrdr frwrdr      main |
+-----+

```

To display the Quarterly information, enter QT to the left of the member's name and press Enter. The List Person DOR Quarterly Information screen will appear. Notice that this member has only one employer reported by DOR.

```
DORPL301                      ***** MassHealth *****                      DORML301
Nov 21,06                      - List Person DOR Quarterly Information -                      9:55 AM

  Person Name: HILL, MARY                      SSN.: 010-40-1000 Age: 51

  Employer
S  FEIN      Name                      City                      ST Quarter/Year  Use
-----
S  000000000 YOUNG MENS CHRISTIAN ASSOCIATI LYNN                      MA APR-JUN 2006  Y
-  000000000 YOUNG MENS CHRISTIAN ASSOCIATI LYNN                      MA APR-JUN 2006  N
-  000000000 YOUNG MENS CHRISTIAN ASSOCIATI LYNN                      MA OCT-DEC 2005  N
-  000000000 YOUNG MENS CHRISTIAN ASSOCIATI LYNN                      MA JUL-SEP 2005  N
                                     *** End of Data ***

Select
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                      bkwrdr frwrdr                      main
```

To view detailed information, enter S(elect) to the left of the current quarter used for the DOR review. The DOR Quarterly Information screen will be displayed showing the gross wages used by DOR to determine the member's gross monthly income. In the following example, the member has gross wages of \$3,000, which is expressed as a monthly gross of \$1,000.

```
DORND302                      ***** MassHealth *****                      DORMD302
Nov 21,06                      - DOR Quarterly Information -                      10:12 AM

  SSN.....: 010 40 1000
  Name(Last,First Mi)..: HILL, MARY

  ----- Employer Information -----

  FEIN...: 000000000      Qtr/Year: APR-JUN 2006      Gross Wages: $      3,000.00

  Name...: YOUNG MENS CHRISTIAN ASSOCIATI
  Address: 20 NEPTUNE BLVD
  City...: LYNN                      St: MA      Zip: 01902

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                      main
```

Return to the Record Person Events screen. Enter EIN as the event. When the List Earned Income screen is displayed, use the Modify selection and END the income for the income source that is not reported by the member or DOR (BDS Company).

Add the new income information as reported by the member. If the income is not verified, and within the 5% limit (plus or minus) of the income reported by DOR, the Verify Person/Member Earned Income pop-up screen will be displayed.

```

+-----Verify Person/Member Earned Income-----+
| DORN101                                DORM101 |
|   SSN/Name: 010-40-1000 HILL, MARY      Qtr/ Year Used |
|                                         3 / 2006 |
|-----|-----|
| MA21 current earned wages | DOR current average monthly wages |
|-----|-----|
| YMCA                      1000.00 | YOUNG MENS CHRISTIAN ASSOCIATI 1000.00 |
|-----|-----|
|                                     |
| Do you want to use DOR Information |
| to verify all reported income?    |
|           _ (Y/N)                  |
|                                     |
| ** Check to ensure same employer Name match      List DOR: _ |
|-----|-----|

```

A Yes/No response is required for the, "Do you want to use DOR information to verify all reported income?" question. A Y(es) response allows you to verify the member's income based on the DOR information. A N(o) response will cause a VC1 to be issued for the unverified income.

If the Y(es) response was selected, the List Earned Income screen will have D(OR) in the Verified field.

```

PERPD010
Nov 21,06

Name: HILER, KAREN
SSN.: 019-46-1861   LA Wind:
*Event: EIN
X      N a m e      Age FG
- - - - -
X HILER, KAREN      51 01

+-----List Earned Income-----+
| Name: HILER, KAREN      Age: 51 |
| SSN: 019-46-1861      |
|-----|-----|
| Monthly |
| A Type  Employer Name  Amount  Hrs  V Act |
|-----|-----|
| _ EARNED  ABC           1,000   40  N  N |
| _ EARNED  BDS           2,000   40  N  N |
| _ EARNED  YMCA          1,000   40  D  Y |
|-----|-----|
|                                     |
|                                     *** End of Data *** |
|                                     |
| Type:      List active only: N |
| Add        Modify      (PF4=Add) |
|-----|-----|
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help retrn quit  add          bkwrdr frwrdr skip          main

```

Removing the DOR verification indicator from previously verified income

In the following example, the member's income was verified using DOR information. The member has reported an additional source of income, which has not been reported on the member's most current DOR Quarterly report.

```

Earned Income added successfully
+-----Verify-----+-----List Earned Income-----+
| DORNU101                                     Age: 56          |
| SSN/Name: 032-10-500 SM                     Name: SMYTHE, LARRY   SSN: 032-10-5000   |
|-----+-----+-----+-----+-----+-----+-----+
| MA21 current earned wag                      Monthly          |
|-----+-----+-----+-----+-----+-----+-----+
| LV COLLISION                                A  Type      Employer Name  Amount  Hrs  V  Act  |
|-----+-----+-----+-----+-----+-----+-----+
|                                         _ EARNED  LV COLLISION      980    98  D  Y  |
|                                         *** End of Data ***    |
|-----+-----+-----+-----+-----+-----+-----+
|                                         Do you wan          |
|                                         to verif            |
|-----+-----+-----+-----+-----+-----+-----+
| ** Check to ensure same                     Type:              List active only: N    |
|                                         Add                Modify          (PF4=Add)    |
+-----+-----+-----+-----+-----+-----+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit  add                bkwrd frwr skip                main
  
```

Enter the new income source on MA21. In this example, the member has reported an unverified income source that is not on the current DOR Quarterly report.

```

Press PF5 to confirm Add
PERPD010
Nov 22,06
Name: SMYTHE, LARRY
SSN.: 032-10-5000  LA Wind
*Event: EIN
X      N a m e      Age
- - - - -
X SMYTHE, LARRY    56
+-----+-----+-----+-----+-----+-----+
| For: SMYTHE, LARRY                     Age: 56          |
|                                         SSN: 032-10-5000   |
+-----+-----+-----+-----+-----+-----+
| + Gross.: 700      Hrs: 70      *Type...: EARNED      |
|   Deduct:          Dis:          | End Job:          |
|   Eff Dt:11-22-06  Ver: N        |                   |
+-----+-----+-----+-----+-----+-----+
| FEIN...: _____      Class...:          |
| Name...: CHARLIE'S DELI          |
| Address: 20 OAK AVE              |
| City: QUINCY                    |
| *State: MA                      |
| Country: _____      Ph: _____ |
|                                         N Offers Health Insurance |
|                                         N Deduction for Health Ins |
|                                         N Employed by state agency |
+-----+-----+-----+-----+-----+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit  confm                skip                main
  
```

When ENTER is pressed to confirm this income, the UnDo Person/Member Earned Income pop-up window appears on the Verify Person/Member Earned Income screen.

Any of the following conditions will cause previously verified DOR income to become **unverified**.

- There is not a direct correlation between the number of employers on MA21 and the number of employers reported through DOR.
- The reported income is no longer within the 5% limit (plus or minus).
- One income source has DOR verification and another is either not verified or has been verified by a worker.

The DOR verification indicator **D(OR)** is changed to **N(o)**. This now unverified income source will be included on the VC1.

+-----Verify Person/Member Earned Income-----+			
DORNU101		DORMU101	
SSN/Name: 032-10-5000 SMYTHE, LARRY		Qtr/ Year Used	
		3 / 2006	
MA21 current earned wages		DOR current average monthly wages	
-----		-----	
LV COLLISION	980.00	LELAND VISNICK COLLISION	976.10
CHARLIE'S DELI	700.00		
+-----UnDo Person/Member Earned Income-----+			
For: SMYTHE, LARRY		SSN: 032-10-5000	
Previous DOR Verifications Removed			
+-----			
** Check to ensure same employer Name match		List DOR: _	
+-----			

Press PF2 to return to the List Earned Income screen. When the List Income screen is displayed, the Verification field contains **N(o)** for both income sources.

```

Earned Income added successfully
+-----Verify-----+-----List Earned Income-----+
DORNU101                                     Age: 56
SSN/Name: 032-10-500 SM                     Name: SMYTHE, LARRY           SSN: 032-10-5000
                                           -----
                                           Monthly
MA21 current earned wag                     A  Type      Employer Name      Amount  Hrs  V Act
-----
LV COLLISION                               -  - - - - - - - - - - - - - - - - -
- EARNED   LV COLLISION                     980    98  N  Y
- EARNED   CHARLIE'S DELI                   700   160 N  Y
                                           *** End of Data ***

Do you wan
to verif

** Check to ensure same                     Type:      List active only: N
Add      Modify                               (PF4=Add)

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help  retrn quit  add      bkwrđ frwrđ skip      main

```

Remember that when **any** of the following conditions exist:

- the number of earned income entries on MA21 does not match the number of employers reported through DOR (there is not a direct correlation between the income sources on MA21 and those reported by DOR);
- DOR was used to verify one income source and the household has another earned income source that has been verified by a worker (not DOR); or
- the member's income is not within the 5% limit (plus or minus)

DOR information **cannot** be used to verify income.

Notice the List DOR field. To view the DOR employer(s) information used to verify this income, type over the **N(o)** with a **Y(es)**. When this option is selected, the Verified Earned Income using DOR Information/Browse Employers Used screen appears.

This screen is useful when reviewing a case as it displays the DOR monthly wages used to verify the member's income. In the example below, the member has one employer with reported monthly wages of \$926.10.

```
Position Cursor or enter screen value to select
DORN100          - Verified Earned Income using DOR Information -      9:57 AM
Nov 17,06          Browse Employers Used

      SSN/Name:  032-10-5000      SMYTHE, LARRY

      Employer
      FEIN      Name      City      ST      Quarter/Year      Mthly
      -----
000000000  LELAND VISNICK COLLISION CENTE  CANTON  MA  JUL-SEP 2006  926.10
                        *** End of Data ***

Select
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit                        bkwrđ frwrđ                        main
```

To view the gross monthly wages reported by an employer, position the cursor on the line that displays the desired employer's name and press Enter. The DOR Quarterly Information screen for the selected employer will be displayed.

```
DORND302          ***** MassHealth *****      DORMD302
Nov 17,06          - DOR Quarterly Information -      10:12 AM

      SSN.....: 032 10 5000
      Name(Last,First Mi)..: SMYTHE, LARRY

----- Employer Information -----

FEIN...: 000000000   Qtr/Year: APR-JUN 2006   Gross Wages: $   2,928.30

Name...: LELAND VESNICK COLLISION
Address: 98 TURNPIKE RD
City...: CANTON                      St: MA   Zip: 01902

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit                        main
```



```
Earned Income added successfully
+-----Verify +-----List Earned Income-----+
```

DORNU101							Age: 19
SSN/Name: 021-32-1334 T	Name: TREE, MAPLE						SSN: 021-32-1334

MA21 current earned wag							Monthly
-----	A Type	Employer Name	Amount	Hrs	V Act		
S & S CREDIT CO	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -		
	_ EARNED	S & S CREDIT CO	1,300	130	D Y		
		*** End of Data ***					

```
+-----+
```

Do you want to verify?	Type:	List active only: N
** Check to ensure same	Add Modify	(PF4=Add)

```
+-----+
```

This member has another source of income. The employer is not included in the DOR quarterly report. Enter the earned income as usual. In this example, the second income is not verified.

-----Verif		-----Earned Income-----	
DORNU101		For: TREE, MAPLE	Age: 19
SSN/Name: 021-32-1334			SSN: 021-32-1334
MA21 current earned wa		+ Gross.: 500	Hrs: 50
S & S CREDIT CO		Deduct:	Dis:
		Eff Dt: 11-01-06	Ver: N
			End Job:
		FEIN...:	Class...:
		Name...: Charlie's Deli	
		Address:	
		City:	
		*State:	
		Country:	Ph:
		N Offers Health Insurance	
		N Deduction for Health Ins	
		N Employed by state agency	
** Check to ensure same			
nter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- help retn quit confm skip main			

When PF5 is pressed to confirm the second income source, the UNDO Person/Member Earned Income window is displayed. The window notifies the worker that there is not a correlation between the number of MA21 employers and the employers reported by DOR for the member. When this occurs, MA21 automatically changes any previous DOR verifications to **not verified**.

-----Verif		-----Earned Income-----	
DORNU101		For: TREE, MAPLE	Age: 19
SSN/Name: 021-32-1334			SSN: 021-32-1334
MA21 current earned wa		+ Gross.: 500	Hrs: 50
S & S CREDIT CO		Deduct:	Dis:
		Eff Dt: 11-01-06	Ver: N
			End Job:
-----UnDo Person/Member Earned Income-----			
For: TREE, MAPLE SSN: 021-32-1334			
Previous DOR Verifications Removed			
** Check to ensure same			
n Offers Health Insurance N Deduction for Health Ins N Employed by state agency			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- help retn quit confm skip main			

Press PF2 to return to the List Earned Income screen.

Notice the List Earned Income **V**(erified) field. The verification indicator for both employers is **N**(o). A VC1 will be issued for income verification.

```

Earned Income added successfully
PERPD010
Nov 29,06
Name: TREE, MAPLE
SSN.: 021-32-1334   LA Wind
-----
*Event: ein
+-----Undo P
|
|   For: TREE, MAPLE
|
|   Backed out all
|
+-----
+-----List Earned Income-----+
Name: TREE, MAPLE                      Age: 19
SSN: 021-32-1334                      SSN: 021-32-1334
-----
A  Type      Employer Name      Monthly
   Type      Employer Name      Amount  Hrs   V  Act
-  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
-  EARNED    S & S CREDIT CO      1,300   130   N   Y
-  EARNED    CHARLIE'S DELI       500     50   N   Y
*** End of Data ***
Type:                                List active only: N
Add                                Modify                                (PF4=Add)
+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit      confm      skip      main

```